

Holland Bloorview

Kids Rehabilitation Hospital

CATEGORY:	FINANCE	NUMBER:	FIN-060
SUBJECT:	REIMBURSEMENT OF STAFF TRAVEL AND EXPENSE	ISSUED:	January 1998
		LAST REVISED:	July 2010
AUTHORIZATION:	_____ Vice President, Corporate Services	PAGE:	1 of 2

POLICY

Holland Bloorview Kids Rehabilitation Hospital will reimburse staff for reasonable expenses incurred while travelling on approved Holland Bloorview business and other reasonable business related expenses.

PROCEDURE

Mileage Reimbursement

1. Staff shall obtain approval of their department/program/service Director or the appropriate Vice President prior to using their own vehicle for Centre business.
2. Staff requesting reimbursement for previously approved mileage expenses should submit a claim for reimbursement that has been approved by the appropriate department/program/service Director or Vice President and has the account number where the expense is to be charged clearly marked.

Local Taxi

1. Use of a taxi voucher for local travel, by a staff member or client, shall be approved in advance by the appropriate department/program/service signing authority.
2. The account number to be charged shall be clearly marked on the taxi voucher.

Out of Town Travel

1. All travelling expenses shall be substantiated with validated receipts and submitted on the Centre's approved expense form.
2. The Statement of Expense shall be signed by employees requesting reimbursement and submitted to the appropriate department/program/service Director for approval. The appropriate Vice President shall authorize a Director's expense account for payment. The President shall authorize Vice President's expenses.
3. Expenses incurred by staff for travel, hotel or other accommodation, and meals must be economical and reasonable.
4. Expenses for meals shall not exceed the per diem rate established by the Centre (except in certain international jurisdictions). Meals will only be reimbursed when travel outside the Greater Metropolitan Toronto area is required. Meals included with a conference will be deducted from the per diem allowance for meals.

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		LAST REVISED:	July 2010
		PAGE:	2 of 2

5. Expenses for transportation must be suitable and necessary to reach the place of destination and return. In the case of airfare, the Centre will reimburse only for the economy class. All air travel must be booked using Holland Bloorview's corporate travel agent.
6. Whenever it is necessary for an employee to use their automobile, reimbursement may be made at the rate established by the Centre at that time. Reimbursement for car mileage shall not exceed the appropriate economy airfare.
7. When cash advance for travelling expenses is required, a cheque requisition shall be prepared for an amount not to exceed 75% of the total cost of the travel. The cheque requisition for travel advance shall be approved by the respective department/program/service Director and the appropriate Vice President.
8. In order to be reimbursed for expenses incurred when travelling outside Metro Toronto, approval must be obtained prior to the trip from the department/program/service Director.

Other Expenses

1. Staff shall obtain the approval of their department/program/service Director or the appropriate Vice President/President prior to making any purchase for which they intend to seek reimbursement. Expenditures should not include items normally acquired by Materials Management.
2. Staff requesting reimbursement for a previously approved expense shall complete an expense form in full and attached all receipts and other relevant information.
3. Documentation is to be submitted to the department/program/service Director, or the appropriate Vice President/President for authorization. Claims for reimbursement for a group activity (dinner, etc) must be claimed by the most senior staff person in attendance.
4. The staff person is responsible for forwarding the signed expense form with the attached receipts to Finance.
5. No alcohol may be claimed as part of a travel or meal expense.
6. Alcohol may be claimed in limited circumstances as part of a hospitality event attended by non employees and organized to promote the mission of Holland Bloorview. The cost of the alcohol cannot exceed the cost of the food. The event must be approved in advance by the President or Vice President.

Reviewed by:
Vice President, Corporate Services

Date:
July 2010